

LEAD MECHANIC

NATURE OF WORK

This is quality control work responsible for inspections, preventive maintenance and repair process evaluations related to the maintenance and technical repair of a diversified equipment fleet.

Work involves responsibility for quality control and repair process evaluations and the development of weekly preventive maintenance schedules. An employee in this class acts as the "crew leader" and performs actual repair, service and maintenance work. General supervision is received from the Assistant Superintendent of Equipment Management with work being reviewed in the form of the quality of repairs performed and the effective operation of equipment.

EXAMPLES OF WORK PERFORMED

Acts for the Assistant Superintendent of Equipment Management in the supervision of shop personnel, shop repairs and shop scheduling in his absence.

Develops weekly preventive maintenance schedules and adjusts the preventive maintenance checklists as necessary.

Reviews diagnostic and repair procedures during repair process; reviews parts request for completeness and accuracy; conducts and documents post repair inspection and field testing with mechanic.

Conducts and documents preventive maintenance inspections to ensure equipment/vehicles are kept in safe and reliable operating condition; test drives equipment before and after inspection.

Performs equipment repairs to ensure equipment/vehicles are kept in safe and reliable operating condition: orders all required parts; documents repair procedures; field tests equipment /vehicles following repair.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the design, construction, repair and adjustment of a wide variety of both conventional and specialized heavy equipment and machinery, automobiles, trucks and specialized automotive equipment.

Thorough knowledge of the usual types of automotive tools and equipment, as well as the special tools, gauges, machinery and shop equipment used in repair, servicing and maintenance of heavy equipment and automotive equipment.

Considerable knowledge of the operation of different types of automotive testing equipment.

Ability to diagnose the more common defects in the motors and bodies of heavy equipment and machinery and of all types of automotive equipment.

Ability to detect by inspection any worn, defective or improperly adjusted part of the assembly.

Ability to determine the necessary procedures and parts required to complete repairs.

Ability to keep records of repair and service operations and to complete reports.

Ability to direct and oversee a group of skilled, semi-skilled and unskilled employees.

Ability to establish and maintain effective working relationships with supervisors and co-workers.

Ability to follow oral and written instructions.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by specialized vocational/technical school training with a degree in automotive repair or technology, and experience at the journey level as a heavy equipment mechanic.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and considerable experience in the repair and maintenance of heavy duty equipment; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Automotive Service Excellence (A.S.E.) certification, or ability to obtain within six (6) months of hire.

Approved by: _____
Department Head

Personnel Director

4/97
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